

Summer Food Service Program Fact Sheet

- Description:** Since 1984, the Houston Parks and Recreation Department has sponsored The Summer Food Service Program for youth that consist of distributing thousands of well-balanced nutritious FREE lunches and snacks during 12 weeks when school is out. This is a federally funded program coordinated by the Texas Health and Human Services Commission – Special Nutrition Programs. In 2006, a total of 1,300,000 meals were served and in 2005, a total of 1,259,000 meals were distributed.
- Who Benefits:** The Summer Food Service Program is for youth ages 1 to 18, served Monday through Friday, from 11:00 a.m. to 1:00 p.m., followed by a healthy snack served between 3:00 p.m. and 4:00 p.m.
- Sites:** In 2006, approximately 360 sites were points of distribution for the Summer Food Service Program including churches, apartment complexes, learning centers, youth organizations and Houston Parks and Recreation Department community centers.
- Lunch Content:** Nutritional lunches rotated every 12 days, prepared and delivered daily to each site, follow the federal and state requirements consisting of one serving of milk; two or more servings of vegetables and/or fruits; one serving of grain or bread and one serving of meat or meat alternate.
- Steps to Participate:** A Request to Participate Form must be completed and returned before the program begins. Obtain this form at the Department's Summer Food Service Program Office.
- Site Selection Visits are required to determine that site locations have the facilities to provide meal service for the anticipated number of participants in attendance and the capability to conduct the proposed meal service.
- A Site Supervisor's Training Session must be attended by site staff before the Summer Food Service operation begins. A manual is provided.
- Sites are visited by the Summer Food Service Staff at least once during the first week to ensure a smooth operation and verify information. Site visits are also performed unannounced by City and State officials.
- Sites are reviewed by Summer Food Service Staff at least once during the first 4 weeks of program operation to review and discuss its progress.
- Cost:** Free for youth. Site Supervisors maintain accurate records of meals that are served. No billing or food preparation is involved.
- Information:** Contact Sheila Pous at 713-676-6832 or by e-mail to sheila.pous@cityofhouston.net

2/07



Houston Parks and Recreation Department
2999 S. Wayside Drive
Houston, Texas 77023

Information (713) 845-1000
www.houstonparks.org

**SUMMER FOOD SERVICE PROGRAM
REQUEST TO PARTICIPATE 2007
Registration Deadline: Apr. 13, 2007**

Agencies wishing to participate in the Summer Food Service Program sponsored by the City of Houston Parks and Recreation Department are required to complete this pre-application process. Your **Request to Participate** will be evaluated and your agency will be notified of approval or denial. If your Request to Participate is approved, a Pre-Operational Visit of your site will be scheduled. A Site Application to the Texas Department of Human Services will be completed and submitted for final approval.

PLEASE PRINT IN INK:

_____	_____
	E-mail address
_____	_____
Name of Agency	Mailing Address of Agency
_____	_____
Contact Person of Agency	Daytime Phone Number & Fax Number
_____	_____
School District your site is located	Nearest School to your site

If the above listed address **is not** the physical address of the facility used for the operation of the Summer Food Service Program, please provide the following information:

_____	_____
Name of Facility	Physical Address of Facility

Has your agency participated in the SFSP in previous years? Yes ____ No ____
If yes, what years? _____

(Sites are required to participate in the meal service program a minimum of 4 weeks), and must call our office to register for Training.

What will be your first day of meal service? Tuesday, May 29, 2007

What will be your last day of meal service? Friday, August 17, 2007

Indicate days of the week for meal service? Monday – Friday

Sites are required to participate in the program a minimum of 4 weeks and must call our Office to register for training once the Site Review has been completed.

How many lunches per day do you estimate serving? _____

How many snacks a day do you estimate serving? _____

**Please fax back to us at: 713-676-6836 or mail to the address below:
City of Houston Parks and Recreation Department/Summer Food Service Program
2999 S. Wayside Drive, Houston, Texas 77023 – Information: 713-676-6832.**